

**UNITED STATES DEPARTMENT OF THE INTERIOR**

**BUREAU OF LAND MANAGEMENT**

**COLORADO STATE AVIATION PLAN**

**2006**

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## BLM Colorado State Aviation Plan

### Table of Contents

Purpose	5
Objectives	5
Authority	5
Responsibility	5
References	5
Policy	5
Aviation Organization	6
General Administration	6
Aviation Operations	8
General Use Flights	8
Special Use Flights	8
Exemptions/Waivers	8
Dispatch	9
Pre-flight Action/Flight Plans	
Flight Following	
Resource Tracking	
Airspace Coordination	
Temporary Flight Restrictions	
Transportation of Hazardous Materials	8
Aviation Life Support Equipment (ALSE) & Personal Protective Equipment (PPE)	8
Fueling	8
Helicopter Short Haul	8
Helicopter Rappel & Small Cargo Letdown	8
Aircraft Fleet Equipment, Maintenance Systems, & Facilities	9
Fleet Equipment Standards	
Aircraft Maintenance System	
Facilities	
Inspections	
New Installations	
Aviation Personnel	10
National Aviation Program Staff	10
State Aviation Manager	10

## BLM Colorado State Aviation Plan

Aviation Manager (Center/Field Office)	10
Pilots	10
Dispatcher	10
Flight Manager	10
Helicopter Manager	10
Passengers	10
Official Passengers	
Unauthorized Passengers	
Volunteers	11
Cooperative Programs	12
Policy	12
Cooperator, Military & Other Government Aircraft	12
Civil Air Patrol (CAP)	12
Service/End Product Contracts	12
Interagency Coordination	12
Aviation Safety	13
Aircraft Accident Prevention	13
Mishap Reporting	13
Aircraft Accident	
Aircraft Incident, Hazard, or Maintenance Deficiency	
Imminent Danger	
SAFECOM Reporting	14
Confidentiality	
Disclosure of Information	
Reporting Criteria	
Accident/Incident Investigation	15
Director, OAS	
Multi-Agency Investigations	
Aircraft Security	15
Training & Education	16
Aviation Management Training	16
Pilot Training & Proficiency	16
Vendors & Cooperators	16
Appendices	

## BLM Colorado State Aviation Plan

- A Cooperator Aircraft - Letter of Approval Procedures
- B Redelelegation of Authority
- C BLM Aviation Management Directives System

## BLM Colorado State Aviation Plan

Purpose. This plan establishes aviation management policy for Colorado BLM. It is a supplement to the BLM 9400 Manual, Aviation Management.

Objectives. The use of aircraft in support of the BLM mission will be safe, efficient and cost effective. This plan provides direction that will enable the aircraft user to accomplish these three objectives.

Authority. See 9400.03

Responsibility.

A. The State Director is responsible for all BLM aviation activities within the state.

B. The Deputy State Director, Resources, is responsible for managerial direction and oversight of the aviation management program.

C. The State Fire Management Officer (SFMO) is responsible for the day-to-day direction and oversight of the fire and aviation management programs. The State Aviation Manager (SAM) works with the SFMO to provide oversight and professional staff support for all aviation matters.

D. The Center/Field Office Managers are responsible for all BLM aviation activities with their respective jurisdiction. Each assigns an Aviation Manager to provide oversight and staff assistance on all aviation matters. The Aviation Manager for the Field Office (FO) is located at either the Center which provides administrative support to the Field Office or at the Dispatch Center which services the Field Office.

References.

A. 14 CFR Aeronautics and Space (Federal Aviation Regulations).

B. Departmental Manual, Part 112 and Parts 350 through 354 (DM).

C. BLM Manual Sections 1112, 1203, 1221, 1243, 1244, 1525, 9111, 9209 through 9219, and 9410 through 9470.

D. Dept. of the Interior, Aviation Management Directorate (DOI-AMD) Operational Procedures Memoranda (OPMs).

E. Office of Management and Budget (OMB) Circulars A-76, A-123 and A-126.

F. General Services Administration (GSA) Federal Property Management Regulation (FPMR) 101-37.

G. Interagency Aviation Handbooks and Guides. (See Appendix E)

Policy. The BLM Policy prescribes that, except for life threatening emergencies:

A. All flight operations using Government owned, contracted or chartered aircraft will be accomplished with safety as a primary consideration.

## BLM Colorado State Aviation Plan

- B. Personnel performing aviation functions shall meet the requirements of the Departmental Manual and BLM standards.
- C. Individual development, workforce diversity and employee wellness will be emphasized at all career levels.
- C. Aircraft operated by or exclusively for the Federal Government are "Public Aircraft". As a policy, with the few exceptions outlined in DM 350-354, the Department of the Interior will comply with all Federal Aviation Regulations (FAR/14 CFR) in the operation and maintenance of public aircraft.
- E. Commercial operators under contract, through the DOI-AMD, to BLM are bound by their respective Federal Aviation Administration (FAA) approved commercial operator or airline certificate.
- F. BLM may request a deviation from the FAR or from FAA approved operator specifications through authority granted the Department of the Interior in certain waivers, exemptions or the public aircraft rules and consistent with the procurement contract or agreement.

### Aviation Organization.

- A. Colorado BLM. There are Aviation Managers located in the State Office, the Front Range Center and the interagency dispatch centers located in Craig, Durango, Grand Junction and Montrose, Colorado. It is recommended that each Field Office (FO) Manager designate a primary aviation contact to help facilitate communications and coordination, related to aircraft use, between the FO and the servicing Dispatch Center. A specific FO contact would also aid the SAM in the distribution of aviation information and materials.
- B. Bureau of Land Management. See 9400.11.
- C. Department of the Interior. See 9400.12.

### General Administration.

Purpose. This section establishes management responsibilities, policies and procedures for the administration of the BLM aviation program in Colorado.

#### Aircraft Acquisition/Disposition, Request for Services and Procurement.

353 DM 6 addresses acquisition and disposition of Government aircraft. The DOI-AMD processes all requests for aviation flight services. Exclusive use and call-when-needed contract aviation services are requested on Form OAS-13 (Request for Contract Services). Rental services are requested on Form OAS-20 (Request for Rental Services). The Form OAS-20 is also used for requesting approval for BLM personnel to fly aboard aircraft operated or owned by cooperator agencies or organizations (i.e. Colorado Division of Wildlife, Western Area Power Administration).

Requests for aircraft contract or rental services originating at the Center or Field Office are routed to the State Aviation Manager (SAM) through the Center/Field Office Aviation Manager. After review, the SAM forwards the request(s) to the Aviation Group Manager at the National Aviation Office (NAO, FA-500) for approval. The requests are then sent to the DOI-AMD for

## BLM Colorado State Aviation Plan

action. The same process is used to obtain approval for cooperator aircraft and pilots. (See Appendix A)

Whenever a DOI-AMD approved aviation services vendor wants to add new or additional aircraft to their existing rental agreement or contract, they should contact the SAM for assistance. The SAM will forward the required aircraft information [make, model, FAA registration number, type of use planned (low level, mountain flying, external loads, fire, etc.)], number of passenger seats, etc. to FA-500 for approval and transmittal to DOI-AMD for action.

Office of Management and Budget (OMB) Circulars. See 9400.23

Reports. All contract and rental aircraft flight services and use is reported to DOI-AMD on the Aircraft Use Report (Form OAS-23).

The Safety Communiqué (SAFECOM, Form OAS-34) is used to report unsafe or hazardous events and conditions. The SAFECOM can be reported electronically at **[www.safecom.gov](http://www.safecom.gov)**. However, print a hard copy before clicking the "submit" button. Electronic SAFECOM submissions will automatically be forwarded to the State Aviation Manager for review and comment.

Documentation of approval for executive travel (i.e. State Director, BLM Director, Secretary of the Interior) on board BLM operated aircraft is required by OMB Circular A-126. The SAM forwards biannual reports to NAO.

Facility inspections will be documented according to the format contained in the applicable handbook or guide (Interagency Helicopter Operations Guide or Interagency Air Tanker Base Guide). A copy will be provided to the SAM and to NAO.

Reviews and Evaluations. The State Aviation program will be reviewed by NAO. The review will be scheduled in the Annual Work Plan. The State Office will conduct an administrative review of the Center/Field Offices on a two year cycle. The evaluation format may be used either formally or as a guideline.

Directives. The following policy and procedural directives apply to the BLM aviation management program.

Departmental Manual (DM). DM Parts 350-354 contain Departmental policy and outline agency responsibilities for the aviation management program.

- A. Handbooks. Handbooks detail technical and procedural material.
- B. Operational Procedure Memoranda (OPM). The OPM's are temporary or interim directives which transmit new policy or procedures. The OPM's are either renewed annually or are incorporated into the DM.
- C. Operational Guides (OG). The OG's are detailed procedures, published by OAS, which describe preferred procedures. OG's are not mandatory.
- D. Other. Safety Alerts and Information Bulletins are published, as needed, to transmit critical information in a timely manner.

These publications may be found on the DOI-AMD internet site at **[www.oas.gov](http://www.oas.gov)** and on the BLM intranet at **[web.blm.gov/internal/fire/library.htm](http://web.blm.gov/internal/fire/library.htm)** or

## BLM Colorado State Aviation Plan

**[web.blm.gov/internal/fire/aviation/index.htm](http://web.blm.gov/internal/fire/aviation/index.htm)**.

BLM 9400 Manual Aviation Management. This manual specifies national aviation management policy. Interim policy and procedural information is distributed by Instruction Memorandum (IM) or Information Bulletin (IB). Interim policy is reviewed annually by the NAO and, when applicable, incorporated in the Manual. States and Centers/Field Offices may supplement national policies and procedures only as specified.

State or Center/Field Office Aviation Plans which contain policy, procedural, or fiscal material which is more restrictive than the national policy requires written approval from the Director, Office of Fire and Aviation (FA-500) prior to implementation.

A. Handbooks. BLM published Handbooks detail technical and procedural material.

B. Operational Guides (OG). OG's, published by BLM, are not mandatory. The OG's describe preferred procedures.

C. Interagency Guides. If designated by FA-100, Interagency Guides will reflect BLM procedure. See Appendix 1, 9400 Manual for a list of Interagency Guides adopted by BLM. (Also See Appendix E)

D. State Aviation Plan. The State Aviation Plan will implement national policy by detailing internal procedures for Colorado.

E. Center/Field Office Aviation Plan. Each Center/Field Office will maintain an aviation plan which implements national and state policy. Field Office aviation plans may be incorporated within a consolidated aviation plan issued by the Center providing administrative support or within a consolidated aviation plan issued by the servicing Dispatch Center. The Center/Field Office aviation plans will address specific local policy and procedures for approval of flights, flight planning, aircraft ordering, aircraft dispatching and flight following, user safety training, processing the Aircraft Use Report (Form OAS-23) for payment, and reconciliation of the IPAC Bill from DOI-AMD.

### Aviation Operations.

General Use Flights. Flights which are not defined as "special use", in 350 DM 1 Appendix 5, are considered to be "general use". Point-to-point flights may include specific observations en route. The original flight plan must include any intended changes from the direct route. Except in an emergency, the Flight Manager or BLM representative on board the aircraft must contact the flight following dispatch center prior to deviating from or changing the original approved flight plan.

Special Use Flights. Special use flights, as defined in 350 DM 1 Appendix 5, require an approved Special Use Plan. The reverse side of the Aircraft Flight Request/Schedule (Form 9400-1a) may be used for one-time special use flights.

Exemption/Waivers. Exemptions and waivers to Federal Aviation Regulations and DOI regulations must be requested in writing through the State Aviation Manager. The request is then routed through the Aviation Group Manager (FA-500) to the Associate Director DOI-AMD.

## BLM Colorado State Aviation Plan

Requests for exemptions or waivers must include a Job Hazard Analysis.

Dispatch. All flights supporting BLM missions, other than scheduled commercial air carrier flights or those exempted for undercover law enforcement use (351 DM 1.6D; will be approved by one management level above those traveling or by delegation of authority. (See Appendix D)

### A. Pre-flight Action/Flight Plans.

1. All BLM flights shall be authorized and documented prior to takeoff. (A flight plan is an application for search and rescue).
2. All BLM flights shall use approved pilots and aircraft as directed by the DOI Department Manual.
3. All persons aboard special use flights shall be pre-approved.
4. All passengers shall be given a pre-flight safety briefing by the pilot.

B. Flight Following. Flight following is the knowledge of the aircraft location and condition with a reasonable degree of certainty such that, in the event of a mishap, the survivors may be rescued.

1. The planned flight following procedures will be documented on Form 9400-1a. Flight following shall be accomplished by one or more of the following methods with exception of special-use flights (see note below):

- a. An Instrument Flight Rules (IFR) flight plan.
- b. A Visual Flight Rules (VFR) flight plan with a radio check into a FAA facility or dispatch center in accordance with BLM 9400 Manual section 9400.44.B2.
- c. A BLM flight plan maintaining radio contacts at the intervals specified in the flight plan or
- d. Satellite systems with reporting intervals which meet the BLM minimums (Automated Flight Following)

Note: Special-use flights whether project or fire are required to utilize methods (c) or (d) above and shall be specified in a project aviation safety plan (PASP) in accordance with the BLM National Aviation Plan section 9.0. By definition: Special-Use activities are the utilization of aircraft in support of programs, which require special techniques, procedures, and considerations. These operations are listed in 351 DM 1.7 and meet the following requirements:

- ☐ Aircraft and pilots must be approved for each Special-Use activity prior to use.

## BLM Colorado State Aviation Plan

- ☐ Special Use flights or missions except fire missions must have an approved Special Use Aviation Safety Plan reviewed by the Unit Aviation Manager and approved by the State Aviation Manager, or as delegated.
- ☐ Passengers on a Special-Use flight must be essential to the mission.
- ☐ Employees engaged in Special-Use activities must be qualified for the operation through required training (see OPM 04) or have a qualified Flight Manager supervising the mission.

2. In Colorado, the recommended interval for flight following radio check-in is 15 minutes. Depending upon the mission and the degree of risk, BLM does authorize a range of 15 to 60 minutes between radio check-in intervals. The State Director or the National Aviation Office (FA-500) must approve and authorize any check-in interval greater than 60 minutes.

3. Flight following is the responsibility of the scheduling office and will remain so until transferred through positive hand off to another office or dispatch center. The hand off will be documented.

4. When an individual is assigned to flight following duties, this will be their primary duty until the flight is completed or they are relieved by another individual.

5. Flight following reports from the aircraft are the responsibility of the Pilot-in-Command (PIC) in accordance with 14 CFR.

6. Violations of flight following standards will be reported through the safety communiqué (SAFECOM) system.

C. Resource Tracking. Se 9400.44C.

D. Airspace Coordination. Coordination, especially in congested airspace, in military operations areas and near military training routes, is critical to flight safety. The *Interagency Airspace Coordination Guide* contains the policy and procedures for airspace coordination. In addition to coordinating airspace use between agencies, BLM could be responsible for air traffic coordination over an incident or complex aerial project (e.g. fire or law enforcement operation) whenever a temporary flight restriction is in effect.

Refer to the Dispatch Center specific Airspace Boundary Management Plan for coordination procedures between dispatch zones. (See Appendix B)

Airspace coordination policies, guides, tutorials, and current information may found on the internet at [www.airspace.blm.gov](http://www.airspace.blm.gov)

E. Temporary Flight Restrictions. The *Interagency Airspace*

## BLM Colorado State Aviation Plan

*Coordination Guide* provides specific procedures for requesting a Temporary Flight Restriction (TFR) from the Federal Aviation Administration (FAA). A TFR request will be routed, by the requesting office or incident, through the servicing Dispatch Center to the Rocky Mountain Area Coordination Center (RMACC). The Resource Status Card, Aircraft (ICS\_219-6, NFES 1348) will be used to order and document the TFR request. When the TFR is no longer required, cancellation by the FAA will be requested through RMACC. Cancellation of the TFR will also be documented on the aircraft status card.

Transportation of Hazardous Materials. The *Interagency Aviation Transport of Hazardous Materials Handbook* contains policy, procedures and a U.S. Department of Transportation exemption to transport hazardous materials on board BLM aircraft. The handbook and exemption must be on board the aircraft whenever hazard materials are being transported. Training in proper handling is required every three years for all pilots and crew members who load or unload hazardous materials on aircraft.

Commercial operations must comply with 49 CFR 175, Carriage (of hazardous materials) by Aircraft.

Aviation Life Support Equipment (ALSE) and Personal Protective Equipment (PPE). The ALSE and PPE requirements specified in 351 DM, 352 DM and the ALSE Handbook.

Fueling. See 9400.47. Colorado BLM personnel will not assist in the fueling of aircraft, emergencies excepted.

Helicopter Short Haul. See 9400.48. Colorado BLM does not have any approved helicopter short haul operations.

Helicopter Rappel and Small Cargo Letdown. Colorado BLM does not have any approved helicopter rappel or small cargo letdown operations.

Aircraft Fleet Equipment, Maintenance Systems, and Facilities.

Fleet Equipment Standards. See 9400.51A & B.

Aircraft Maintenance System. See 9400.52A through H.

Facilities. Colorado BLM is responsible for the development, maintenance, funding, and operation of aviation facilities within the State.

A. Inspections. Aviation facilities will be inspected annually for hazards, safety equipment and operational suitability.

B. New Installations. The installation of any new facility shall follow 351 DM 1.8, Airport/Heliports. The planning, design and installation of new facilities will be coordinated with Colorado BLM engineering organization, the budget organization and the fire and aviation management staff.

Aviation Personnel

National Aviation Program Staff. See 9400.61A through D.

## BLM Colorado State Aviation Plan

State Aviation Manager. The State Aviation Manager (SAM) serves as the principal aviation professional for the State Director and is responsible for all aviation matters in the State.

Aviation Manager. (Center/Field Office) The Aviation Manager serves as the principal local aviation professional and is responsible for aviation operations.

Pilots. See 9400.64A through D.

Aircrew Member. Aircrew members perform an active mission function during the flight and, as such, are not considered to be passengers. Aircrew members include, but are not limited to, designated observers, spotters, helitack crew, Air Tactical Group Supervisors, smokejumpers, loadmasters, and flight attendants.

Dispatcher. Dispatchers are persons who have been trained in the completion of flight cost analysis; aircraft selection and ordering; flight planning and scheduling; and flight following. They are the aviation professionals, in the servicing Dispatch Centers, who provide the interface between the Colorado BLM aviation user and the aviation services vendor.

Flight Manager. The Flight Manager is the Government representative who is usually on board the flight, though, in certain instances, he/she may be on the ground. Completion of the Flight Manager training course is required. The Flight Manager works jointly with the Pilot-in-Command (PIC) and the passengers to ensure safe, efficient flight management. (Note: BLM does not use "Chief of Party" as it is not exclusive to aviation activities.)

Helicopter Manager. The Helicopter Manager is responsible for managing, coordinating and supervising operations involving the use of helicopters. The manager will meet BLM qualification and experience standards for the level of mission assigned.

Passengers. Travel on BLM aircraft is restricted to official travel. All passengers will be approved on the flight plan.

A. Official Passengers. The following are official passengers as defined by 350 DM 1.7A:

1. Officers and employees of the Federal Government traveling on official business.
2. Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs.
3. Non-Federal passengers when engaged in missions which enhance accomplishment of a DOI program such as personnel of cooperating state, county, or local agencies; representatives of foreign governments; contractors' representatives to include those employed by such agencies; and private citizens.

B. Unauthorized Passengers. Unauthorized passengers will not be transported in any BLM aircraft. For further definitions, see 350 DM 1.7B. (Note: A person who is otherwise an official passenger could become an unauthorized passenger by performing a function for which that

## BLM Colorado State Aviation Plan

person is not authorized, e.g. an air attack airplane is being used for a point-to-point personnel transport flight. The airplane is diverted to a fire detection/reconnaissance mission. The point-to-point passengers now become unauthorized passengers because they are not aircrew members or observers who are essential to the new mission.)

Volunteers. Volunteers, when traveling on official business, are official passengers within terms of 350 DM 1.7A. They must have the applicable aviation safety training. Volunteers are not permitted to operate or serve as an aircrew member on any DOI aircraft; be on board a BLM aircraft during any special use missions; be reimbursed for the operation of personal aircraft while on official business; and they will not transport any BLM employee, on official business, in a personal aircraft.

Cooperative Programs.

Policy. See 9400.71. (See Appendix A)

Cooperator, Military and Other Government Agency Aircraft. Colorado BLM employees riding on military and other government agency aircraft will meet DOI policy. Written approval through the NAO (FA-500) and the Associate Director, DOI-AMD is required. Use of military aircraft must comply with 351 DM 4.3 and use of other government agency aircraft must comply with 351 DM 4.4.

Colorado BLM has an approved Memorandum of Understanding (MOU) with the Colorado Army National Guard. The MOU permits BLM law enforcement personnel to fly on board National Guard aircraft during law enforcement missions, e.g. drug interdiction missions.

Civil Air Patrol (CAP). A DOI MOU allows use of CAP aircraft and pilots for specific missions. No BLM employees shall fly on CAP aircraft. Missions are restricted to observation/reconnaissance flights under visual meteorological conditions. Flight rates shall be agreed to in writing prior to each flight. Information on the Colorado Civil Air Patrol can be obtained at:

<http://www.coloradowingcap.org/>

Service/End Product Contracts. Common service contracts which use aircraft are by-the-acre aerial seeding and by-the-head wild horse gather contracts. An aerial photography contract is a common end product contract which uses aircraft. These contracts are established by warranted contracting and procurement personnel at the BLM National Business Center or at the State/Center/Field Office level.

Colorado BLM does not participate in management of the aircraft or in any part of the service/end product contract aviation operations, including flight following. That is the contractor's responsibility.

A Special Use Aviation Safety Plan is not required.

When flight operations are scheduled, the contractor, as a courtesy, should notify the local servicing Dispatch Center. This is for the purpose of airspace coordination in the event BLM or another contractor was planning to operate other aircraft in the vicinity of the project.

Interagency Coordination. See 9400.75A through G for a list of interagency organizations in which BLM participates.

## BLM Colorado State Aviation Plan

### Aviation Safety.

Aircraft Accident Prevention. The BLM Safety Program comprises the BLM aviation directives systems, aircraft accident prevention plans, risk management procedures, the SAFECOM system, distribution of accident/incident reports and information, and aviation safety education and training.

- A. Records of employee training and qualifications shall be maintained. Each office may maintain the records for their employees or the records may be maintained in a central location by a custodian, such as the Aviation Manager.
- B. Centers and Field Offices shall maintain an *Aviation Incident/Accident Response Guide* for each operating base. It is recommended that a copy of *response guide* be readily available at each work station on console where flight following is conducted. As a minimum, the *Aviation Incident/Accident Response Guide* shall be updated annually.
- C. Dispatch centers will develop an Airspace Boundary Management plan in accordance with template direction found in the BLM National Aviation Plan sections 8.6 and 8.7.

Mishap Reporting. Aviation mishap reporting and procedures differ from other types of reportable incidents. All BLM offices will comply with the provisions of 352 DM 6, Aircraft Mishap, Notification, Investigation and Reporting, and the *SAFECOM Reporting Handbook* when reporting aircraft incidents and accidents.

- A. Aircraft Accident. Any employee involved in, or witness to, an aircraft accident or incident involving injuries shall, if able, perform these duties in the following order:
  - 1. Take necessary action to rescue survivors.
  - 2. Take necessary action to secure the mishap site.
  - 3. Notify OAS by the most expeditious means.
  - 4. Initiate required administrative notifications.
- B. Aircraft Incident, Hazard, or Maintenance Deficiency. Any employee involved in, or witness to, an aircraft incident, hazard or maintenance deficiency shall, if able:
  - 1. Remove all persons from immediate danger who may be injured or jeopardized by the situation.
  - 2. Stop work in progress or request a supervisor stop work until the situation is corrected.
  - 3. Report the situation to the SAM and OAS using the SAFECOM system.
- C. Imminent Danger. Whenever an individual concludes that unsafe acts,

## BLM Colorado State Aviation Plan

conditions or practices exist in aviation activities which could be expected to cause death or serious injury, he/she shall immediately inform a supervisor. The supervisor shall immediately remove all affected persons from danger and stop work until the situation is rectified. In the event a supervisor is unavailable, any aviation manager shall exercise this authority.

SAFECOM Reporting. (See 352 DM 6.) Information obtained from SAFECOM reports or other sources which may be useful for accident prevention purposes shall be provided to the NAO (FA-500) and DOI-AMD for analysis and distribution to the field. Information reported in accident/incident/hazard reports is for the purpose of accident prevention and shall not be used for disciplinary action.

A. Confidentiality. The individual(s) reporting an accident shall use discretion in providing information involving the accident. Accident information must be given only to responsible authorities. No one, without proper authority, may provide information, especially the names of victims of serious injury or death, to anyone other than responsible authorities. Such information is to be considered absolutely confidential pending proper notification of next of kin.

B. Disclosure of Information. Aircraft accident and incident reports may contain information which is sensitive and not subject to discovery within the provisions of the Freedom of Information Act. The DOI-AMD is the only office of the DOI with responsibility and authority to release information from these reports. No person may release accident/incident information to the public without the concurrence of the DOI-AMD.

C. Reporting Criteria.

1. All aircraft accidents shall be reported in accordance with 352 DM 6.
2. Immediate notification will first be made to DOI-AMD by the most expeditious means. The DOI-AMD maintains a 24 hour telephone service and an investigator on standby. The telephone number is: **1-888-464-7427** (1-888-4MISHAP). This telephone number shall be kept current in the *Aviation Incident/Accident Response Guide*.
3. Immediate notification will also be made to BLM NAO (FA-500).
4. Notification will be made to the State Director, State Aviation Manager, Safety Manager, Special Agent-in-Charge, Center and/or Field Office Manager and others as appropriate.
5. Incidents involving any unintended, unplanned or irresponsible occurrence which results in, or could result in, injury, property damage, work interference, liability claim or any combination of these shall be reported using the SAFECOM report.
6. The SAFECOM report shall be submitted using the electronic format at **www.safecom.gov**. A copy shall be submitted to the DOI-AMD Safety Office, the BLM Aviation Safety Manager and the State Aviation Manager. The reporting individual is encouraged to sign the SAFECOM, however it may be submitted anonymously.
7. When reporting an aircraft mishap in the DOI Safety Management

## BLM Colorado State Aviation Plan

Information System (SMIS), the reporting individual and the supervisor shall work with the local Safety Manager to complete a SMIS worksheet. The narrative description and corrective actions portions should be left blank for aircraft accidents and only the words "Aircraft Mishap" should be entered.

Accident/Incident Investigation. Accidents involving aircraft owned operated or exclusively used in support of BLM programs require investigation or review. The responsibility for conducting investigations of aircraft accidents and incidents rests with the National Transportation Safety Board (NTSB), the Federal Aviation Administration (FAA) and the Associate Director, DOI-AMD.

Aircraft mishaps involving service or end product contracts are the investigative responsibility of the NTSB or the Federal Aviation Administration (FAA) and not DOI-AMD.

Administrative investigations to support Boards of Inquiry are the responsibility of BLM.

A. The Associate Director, DOI-AMD conducts aircraft accident and incident technical investigations in one or more of the following ways:

1. Reviewing and analyzing records and documents.
2. Establishing and Aircraft Accident Investigation Board.
3. Participating in an investigation led by the NTSB.

B. Multi-Agency Investigations. Any aircraft accident/incident which involves a BLM employee or aircraft may be investigated by BLM regardless of whether or not the flight was conducted by a cooperating agency. The BLM may accept the report(s) of the agency conducting the investigation in lieu of conducting a separate investigation.

Aircraft Security. To prevent loss from occurrences such as vandalism, sabotage, theft, terrorism, negligence, or natural causes, known security risks within project aviation plans or special use safety plans will be identified to assist the contractor/aviation services vendor in meeting their responsibility for aircraft security.

An Aircraft Operations Security Plan will be completed for each Center or Field Office as appropriate. Do not post this plan on websites or in electronic copies. Restrict distribution to hard copy only. All security planning will be in accordance with the BLM National Aviation Plan Section 10 Aviation Security.

Training and Education. Training is a key to efficient and safe aviation operations. It is essential that the training and education of aviation users, pilots and managers are all inclusive to establish fundamental knowledge of aviation business principles, safety and operations. No person may travel on a BLM aircraft, supervise an aviation project or assume an aviation management position without basic prerequisite training and experience.

Aviation management and safety training is available through the Aviation Continuing Education (ACE) program and on-line through the Interagency

## BLM Colorado State Aviation Plan

Aviation Training internet site at <http://iat.nifc.gov>.

Aviation Management Training. The State Aviation Manager is responsible for the implementation of instructor certification, training standards, individual qualification, and training records to meet the type of aviation missions being flown in Colorado.

Pilot Training and Proficiency. See 9400.92A through D.

Vendors and Cooperators. The Aviation Managers, at all levels, are responsible for assuring that aviation services vendors and contractors are provided thorough orientations of mission requirements, standards and procedures. These orientations may take the form of discussions at pre-work meetings, during vendor visits, presentations, pre-flight briefings, map reconnaissance, or in-flight familiarization.

A. Special Use missions shall include a briefing of hazards, flight following and reporting procedures.

B. Vendors and cooperators shall be briefed on the purposes and procedures of the SAFECOM system.

C. Aviation Managers, at all levels, shall encourage vendors and cooperators to use the SAFECOM as a safety tool and shall provide ready access to the necessary forms and electronic site.

## BLM Colorado State Aviation Plan

### Appendix A

#### **Steps for Obtaining Authorization for Use of Cooperator Aircraft**

1. Each state needs to identify in writing to the NAO the tail numbers of aircraft (owned, leased, Guard??) Your fire managers want to have available for use on BLM fires. Presumably the state or local agency wants to have them available for Federal use.
2. This list is then forwarded to this office. Email to me will suffice.
3. After a first cut, if needed, we will forward to OAS/AMD, with our recommendations.
4. Once AMD has done their thing, a letter of authorization (LOA) will be issued (assuming everything is ok) by them. This letter will differ from an interagency card in that it will authorize use of these resources only in the state issued. The only variance to this will be those areas of i.e. response that cross state boundaries.
5. The LOA is an authorization to use the aircraft. It doesn't constitute a pay document. Each BLM State needs to have a Memorandum of Agreement, or other overarching agreement, that authorizes and describes payment.
6. There will be caveats issued in the letter of authorization such as heavy air tanker automatic downloads, last-in/first out, etc.
7. Issuance of interagency cards will be the exception, rather than the rule.
8. Movement of one states or local aircraft to another state will not be authorized by the LOA.
9. Every effort will be made to coordinate with the other DOI Bureaus and Forest Service so as to preclude mixed messages. If such problems arise, please let us know.
10. In most cases, we have enough time to work this out before fire season hits hard. Please do not put this at the bottom of your pile and then expect immediate action on such a request in the middle of fire activity.
11. Included in these requests can be state/local owned aircraft, state/local leased aircraft, FEPPs aircraft and Guard aircraft. When making requests, and in managing the use of these aircraft, you still must heed the requirements of the "Pressler Bill", Economy Act, etc.
12. Any questions, don't hesitate to call or email J. Kent Hamilton (BLM State Aviation Manager): 303-239-3809 or j40hamil@blm.gov.

Appendix B

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
COLORADO STATE OFFICE  
2850 YOUNGFIELD STREET  
LAKEWOOD, COLORADO 80215-7093**

In Reply Refer To:  
CO-937  
1203,4700, 9400 (P)

EMS Transmission  
Instruction Memorandum No.  
Expires: 09/30/06

To: Deputy State Directors and Field Office Managers

From: State Director

Subject: Redelegation of Authority

The January 2006 edition of the Bureau of Land Management (BLM) Wild Horse and Burro Aviation Management Handbook, page six, requires line officer approval of Project Aviation Safety Plans (PASP) for special-use missions. Line officer approval for BLM employees to serve as aircrew during specific flight profiles is also required.

The authority to approve PASP's and to approve BLM employees as aircrew during gathering, herding, relocating, and drive trapping flight operations is redelegated to Field Office Managers.

The authority to approve BLM employees as aircrew during darting, paint marking and net gunning flight operations will remain with the State Director.

This redelegation will be included in the next revision of the Colorado State Office BLM Manual Supplement to the BLM 1203 Manual, Delegation of Authority.

Questions concerning the handbook requirements may be addressed to J. Kent Hamilton, BLM Colorado State Aviation Manager, at 303-239-3809 or [j40hamil@blm.gov](mailto:j40hamil@blm.gov).

Attachment

## BLM Colorado State Aviation Plan

### Appendix C

#### BLM Aviation Management Directives System

##### Aviation Plans

*BLM National Aviation Plan, National Aviation Office*  
*BLM Colorado State Aviation Plan*  
*USFS Rocky Mountain Region Aviation Operations Plan*  
*Colorado Interagency Single Engine Air Tanker Operations Plan*  
*San Luis Valley Public Lands Center Aviation Management Plan*  
*USFS Pike & San Isabel, Cimarron & Comanche, BLM Royal Gorge FO Aviation Management Plan*  
*USFS Grand Mesa, Uncompahgre, Gunnison; BLM Grand Junction, Montrose, Gunnison, Uncompahgre; NPS Black Canyon of the Gunnison, Curecanti NRA Interagency Aviation Plan.*  
*Craig/Routt Fire Management Unit, Unit Aviation Plan*  
*Grand Junction Air Tanker Base Operations Plan*

##### Guides, Handbooks and Directories - Current Editions

*Interagency Standards for Fire and Aviation Operations*  
*Interagency Helicopter Operations Guide, (NFES #1885)*  
*Interagency Air Tactical Group Supervisor Guide, (NFES #1393)*  
*Interagency Aviation Technical Assistance Directory, (NFES #2512)*  
*Interagency Aviation Users Pocket Guide, (NFES #1373)*  
*Interagency Retardant Base Planning Guide, Fixed Wing and Rotor, (NFES #1259)*  
*Interagency Single Engine Airtanker Operations Guide, (NFES #1844)*  
*Interagency Leadplane Operations Guide,*  
*Interagency Smokejumper Pilot Operations Guide*  
*Interagency Airspace Coordination Guide*  
*Interagency Airtanker Base Directory, (NFES #2537)*  
*Interagency Airtanker Base Operations Guide, (NFES #2271)*  
*Interagency HeliRappel Operations Guide*  
*Interagency Aerial Ignition Guide, (NFES #1080)*  
*Interagency Aviation Transport of Hazardous Materials Handbook, (NFES #1068)*  
*BLM Wildhorse & Burro Aviation Management Handbook,*  
*BLM Handbook H-1112-2, Safety and Health for Field Operations*  
*Heliport Installation Handbook*  
*Aviation Incident/Accident Response Guide*  
*Aerial Supervision Module Operations Guide*

##### Aviation Management Aids

*Aircraft Identification Guide, (NFES #2393)*  
*Basic Aviation Safety Student Guide, (NFES #2097)*  
*Military Use Handbook, (NFES #2175)*  
*Five Steps to a Safe Flight, (NFES #1399)*  
*Foam vs. Fire: Aerial Applications, (NFES #1845)*  
*Helicopter Hand Signals, (NFES #0530)*

## BLM Colorado State Aviation Plan

*HeloSafe (Helicopter Operation Safety), (NFES #2090)*  
*Chief of Party/The Flight Manager, (NFES #2571, 2572, 2573)*  
*10 Principles of Retardant Application, (NFES #2048)*  
*Twelve Standard Aviation Questions That Shout "Watch Out!", (NFES #1129)*  
*Personal Protective Equipment, (NFES #2574)*